

# CMS

## Release Notes

### Version 7.0

#### Revision History

Date	Version	Description	Author
11/05/2018	7.0	General Update	Abyss Systems

Version 7 gives CMS a new look and feel. It also introduces a brand new module which we call tasks designed to help remind your staff to perform and document the care they are providing. We have also completely redesigned the tablet app to make it quicker and more efficient and to give us the scope to add new features in the future.

We have created a separate document designed as a [handy help guide](#) for the CMS tablet app. The details in this document will provide you with important information on how to update to the new app and explains some of the background functionality in more detail which we felt was outside of the scope of the help guide.

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# CMS Desktop

## 1. CMS Redesign

CMS Desktop has been given a brand new look and feel which we hope you will really like. We have stuck with our signature colours of orange and blue but we have introduced a calmer palette and flat modern images.

## 2. Release Notes

In between major releases of CMS we often release interim updates to accommodate small changes and bug fixes. These updates are optional and you can download them at any time by going to the Tools menu and selecting Check for Updates. We do not send out newsletters or issue release notes for these small updates but our customers have asked us to make release notes available to be able to see what changes have been made and when. You can access this area, by selecting Release Notes from the help menu within CMS.

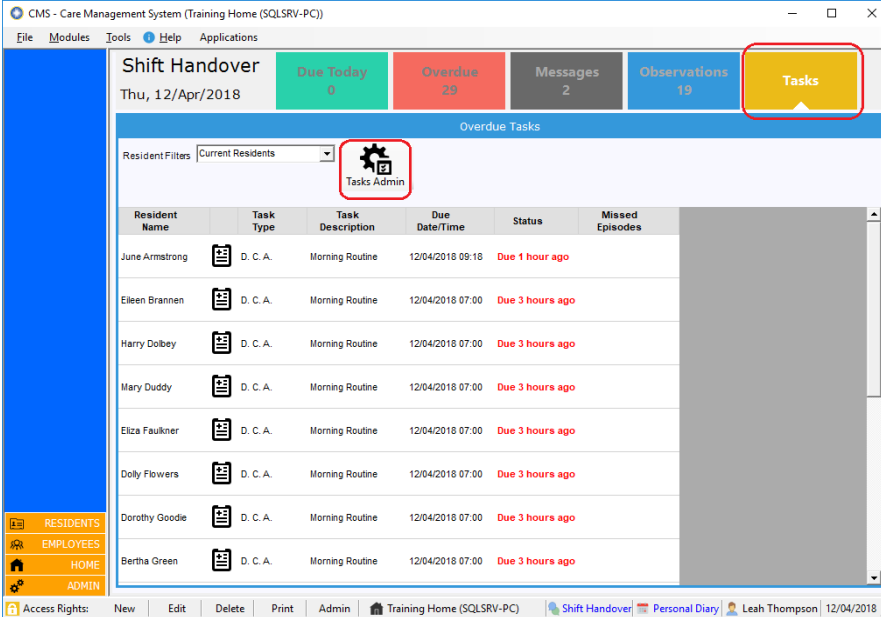
## 3. Tasks Recurrence and Management

CMS now has a new module where you can set up and manage the recurrence of tasks. We have produced a tutorial on this new feature and you can access it from within CMS by Selecting Help >> Tutorials. You can also [click here](#) to view the tutorial directly from this page.

The new Tasks module allows you to schedule tasks such as turning or documenting fluid intake against one or more of your residents at set time intervals such as every 3 hours. All tasks are linked directly to either:

- A Daily Care Assessment (the assessments used to complete daily care notes on both CMS Touch and CMS Tablet) or
- A Vital (e.g. fluids or weights)


The Shift Handover Screen now has a new tab – Tasks. This screen will display all the tasks that are due or overdue based on your chosen filter. Simply double click on a task to complete it.



The screenshot shows the CMS Desktop interface for the Shift Handover screen. The top navigation bar includes tabs for Due Today (0), Overdue (29), Messages (2), Observations (19), and Tasks (1). The Tasks tab is selected and highlighted with a red box. Below the navigation bar, there is a section for Overdue Tasks. A 'Tasks Admin' button is highlighted with a red box. The main area displays a table of overdue tasks for residents.

Resident Name	Task Type	Task Description	Due Date/Time	Status	Missed Episodes
June Armstrong	D. C. A.	Morning Routine	12/04/2018 09:18	Due 1 hour ago	
Eileen Brannen	D. C. A.	Morning Routine	12/04/2018 07:00	Due 3 hours ago	
Harry Dolbey	D. C. A.	Morning Routine	12/04/2018 07:00	Due 3 hours ago	
Mary Duddy	D. C. A.	Morning Routine	12/04/2018 07:00	Due 3 hours ago	
Elize Faulkner	D. C. A.	Morning Routine	12/04/2018 07:00	Due 3 hours ago	
Dolly Flowers	D. C. A.	Morning Routine	12/04/2018 07:00	Due 3 hours ago	
Dorothy Goodie	D. C. A.	Morning Routine	12/04/2018 07:00	Due 3 hours ago	
Bertha Green	D. C. A.	Morning Routine	12/04/2018 07:00	Due 3 hours ago	

Figure 1

To get started, click on the Tasks admin button 

This form has a dual purpose. From here you can create new tasks or review existing ones.

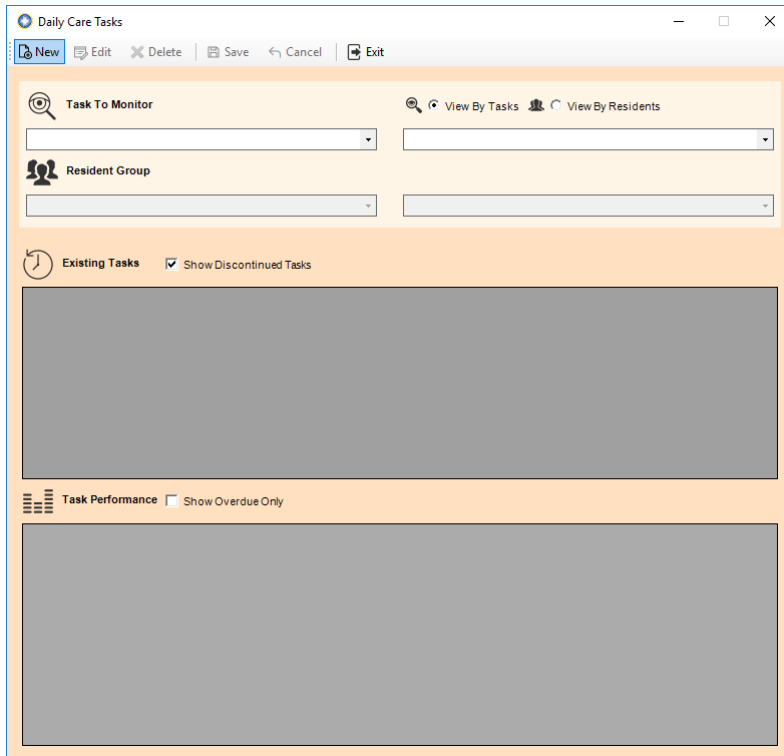



Figure 2

**i. Creating a new Task**

1.  Click the new button

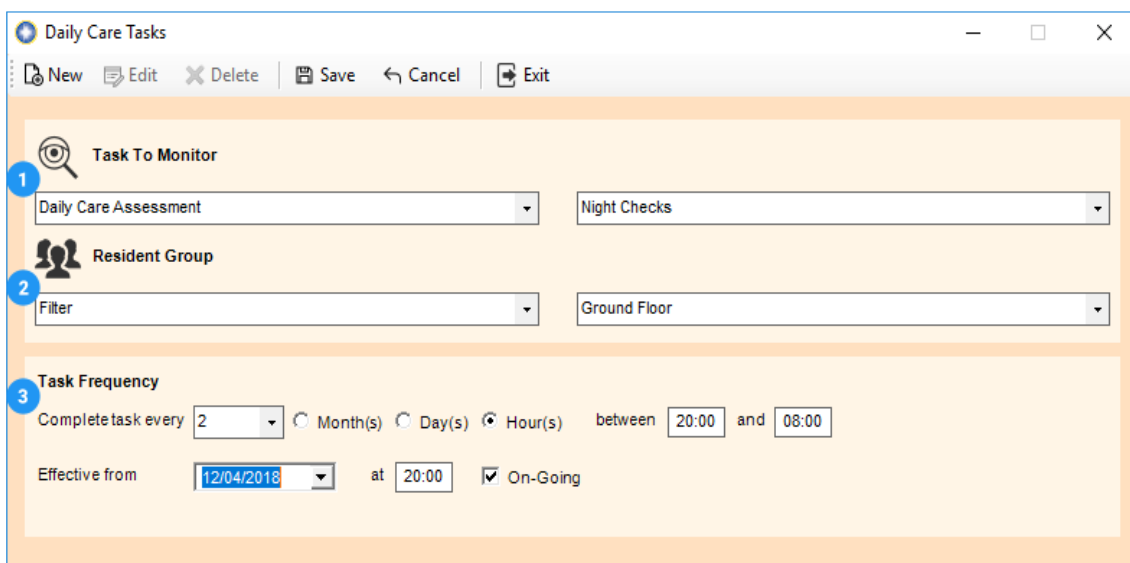


Figure 3

2. A task is made up of the following:

- 1 Task To Monitor – This can be either a Daily Care Assessment or a Vital
- 2 Resident Group
  - i. Resident Filter e.g. Ground Floor
  - ii. Status Flag e.g. Food Allergy
  - iii. Banner Colour
  - iv. Individual Resident
- 3 Task Frequency. This can be set to
  - i. Monthly
  - ii. Daily
  - iii. Hourly

In addition to the frequency you can also specify the time frame in which you would like the task to be completed. It is also possible to temporarily disable a task by unticking 'Ongoing'

## ii. Reviewing a task

To view all tasks created for a daily care assessment or a vital, simply use the Task Monitor section and select a daily care assessment or vital. This form will show you all the tasks created for your selection along with an overview of their performance.

**Existing Tasks**  Show Discontinued Tasks

Task Type	Task Description	Frequency	Group/Resident	Within	Starting On	Ending On
D. C. A.	Morning Routine	Every 01 Day	May Jones	06:00 - 09:00	23/04/2018 06:00	On Going
D. C. A.	Morning Routine	Every 01 Day	Ground Floor	07:00 - 10:00	02/05/2018 07:00	On Going
D. C. A.	Morning Routine	Every 01 Day	June Armstrong	00:00 - 23:59	02/05/2018 14:00	On Going

**Task Performance**  Show Overdue Only



Resident Name	Due Date/Time	Status
June Armstrong	05/05/2018 10:00	Due Tomorrow 07:00-10:00
Eileen Brannen	03/05/2018 10:00	Overdue 23 hours, 11 minutes.
Harry Dolbey	03/05/2018 10:00	Overdue 23 hours, 11 minutes.
Mary Duddy	03/05/2018 10:00	Overdue 23 hours, 11 minutes.
Dolly Flowers	03/05/2018 10:00	Overdue 23 hours, 11 minutes.

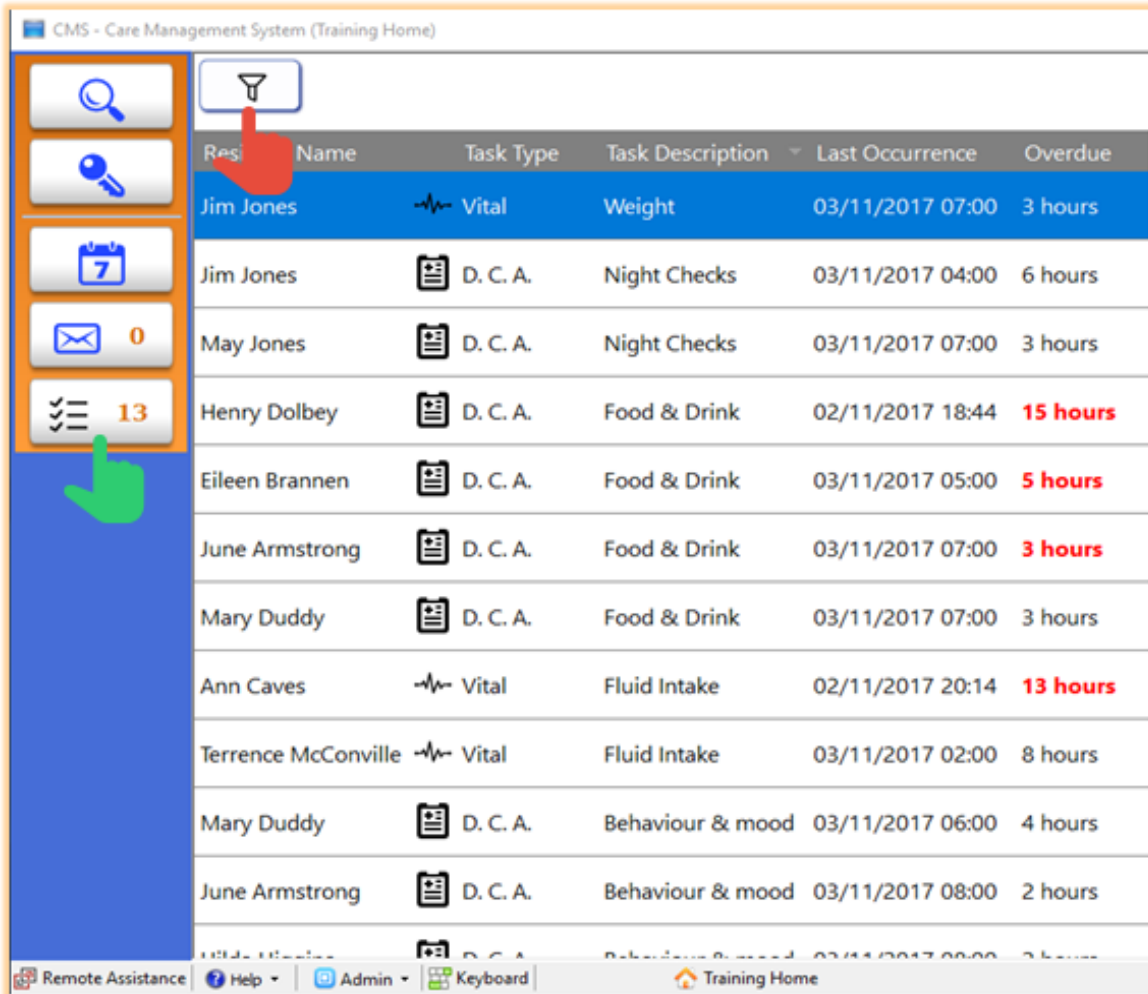
Figure 4

## iii. Completing a task

When a task is due or overdue, it will be displayed on all 3 of the CMS products

1. CMS Desktop (from the Shift Handover Screen as highlighted in Figure 1)
2. CMS Touch

- a.  Displays the number of active tasks. Clicking this button will open the task window below
- b.  Tasks displayed are based on your selected filter. Your filter will always stay in place even if you log out of CMS.



Res	Name	Task Type	Task Description	Last Occurrence	Overdue
Jim Jones		Vital	Weight	03/11/2017 07:00	3 hours
Jim Jones		D. C. A.	Night Checks	03/11/2017 04:00	6 hours
May Jones		D. C. A.	Night Checks	03/11/2017 07:00	3 hours
Henry Dolbey		D. C. A.	Food & Drink	02/11/2017 18:44	15 hours
Eileen Brannen		D. C. A.	Food & Drink	03/11/2017 05:00	5 hours
June Armstrong		D. C. A.	Food & Drink	03/11/2017 07:00	3 hours
Mary Duddy		D. C. A.	Food & Drink	03/11/2017 07:00	3 hours
Ann Caves		Vital	Fluid Intake	02/11/2017 20:14	13 hours
Terrence McConville		Vital	Fluid Intake	03/11/2017 02:00	8 hours
Mary Duddy		D. C. A.	Behaviour & mood	03/11/2017 06:00	4 hours
June Armstrong		D. C. A.	Behaviour & mood	03/11/2017 08:00	2 hours

Figure 5

3. CMS Tablet – details of this will be covered in the tablet app documentation

## 4. Resident Specific Vitals

Traditionally in CMS you have always been able to create your own vital categories and set warning zones for them.

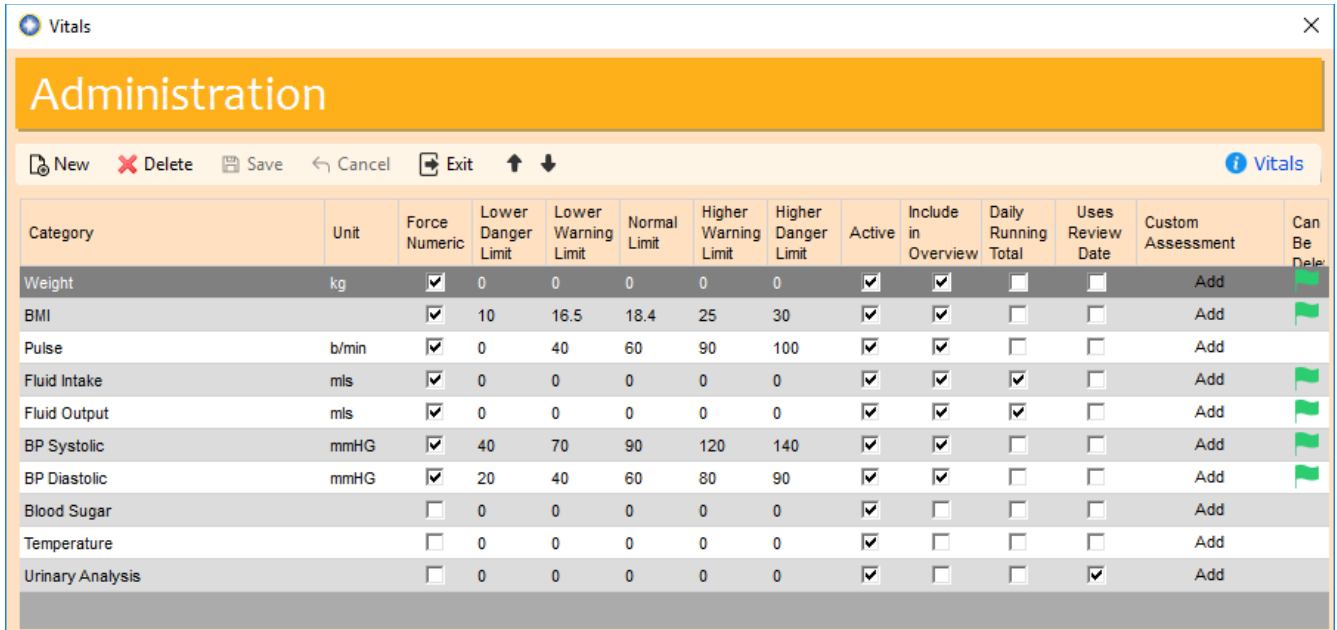



Figure 6

CMS now allows you to create vital categories specific to each resident and you can also set individual targets and warning levels. There's also an option to disable a category for a resident if it's not relevant. From the Admin menu button in the Vitals  module you will see a new option: **Vital Categories By Resident**

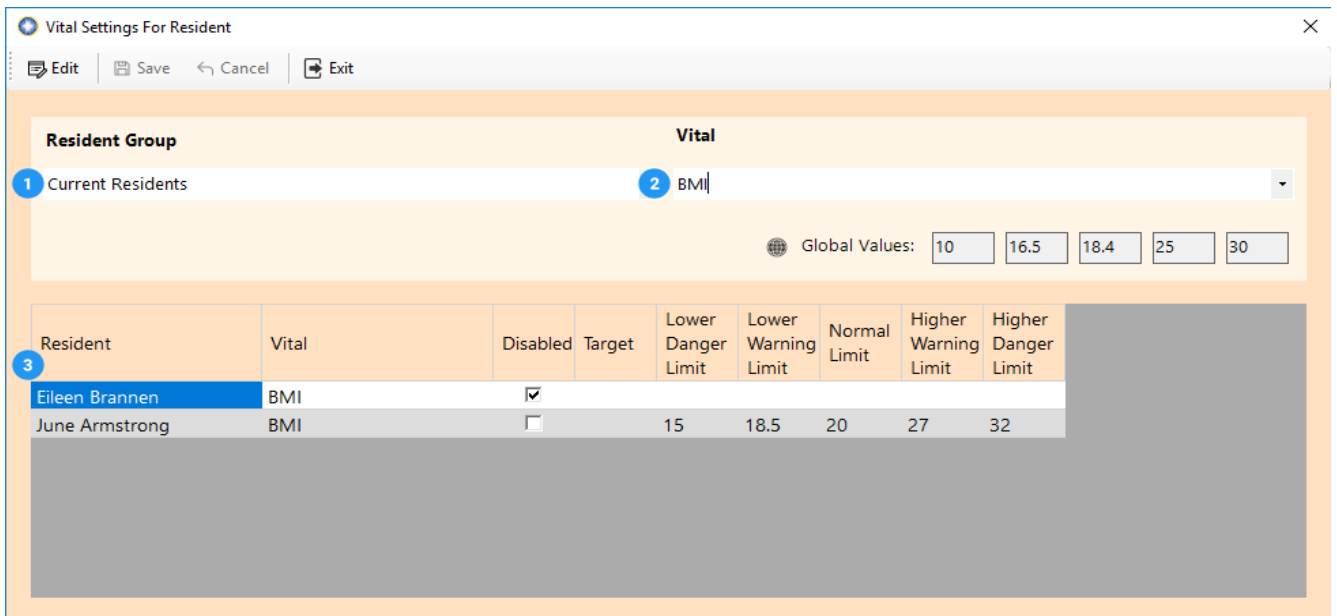



Figure 7

- 1 Select a Resident Group e.g. Current Residents
- 2 Select a Vital e.g. BMI
- 3 A list of all Residents that have settings which are **different** from the global settings will be displayed

To add to or amend this list, click Edit 

Vital Settings For Resident
✕

Edit | Save | Cancel | Exit

**Resident Group**

Current Residents

**Vital**

BMI

Global Values:

Resident	Vital	Disabled	Target	Lower Danger Limit	Lower Warning Limit	Normal Limit	Higher Warning Limit	Higher Danger Limit
Eileen Brannen	BMI	<input checked="" type="checkbox"/>						
June Armstrong	BMI	<input type="checkbox"/>		15	18.5	20	27	32
Harry Dolbey	BMI	<input type="checkbox"/>						
Mary Duddy	BMI	<input type="checkbox"/>						
Eliza Faulkner	BMI	<input type="checkbox"/>						
Dolly Flowers	BMI	<input type="checkbox"/>						
Dorothy Goodie	BMI	<input type="checkbox"/>						
Bertha Green	BMI	<input type="checkbox"/>						
Hilda Higgins	BMI	<input type="checkbox"/>						
Henry Hilton	BMI	<input type="checkbox"/>						
May Jones	BMI	<input type="checkbox"/>						
Philip Losban	BMI	<input type="checkbox"/>						
Terrence McConville	BMI	<input type="checkbox"/>						
George Riley	BMI	<input type="checkbox"/>						
Elsie Shaw	BMI	<input type="checkbox"/>						

All your residents will be listed and you can choose here to set the following:

1. Disabled – in the above example, BMI will not appear for Eileen Brannen
2. Target – this is for guidance purposes
3. Danger and Warning Limits. If these are left blank the global values will be used, otherwise the settings entered here will be used to help determine the potential risk level for a resident's vital reading.



## 2. Relative Users

CMS now has a new security feature that allows you to create log in accounts to allow an individual user to be able to view only one resident's record. This feature could be used for

1. Relatives
2. Outside visitors such as social workers
3. The resident themselves

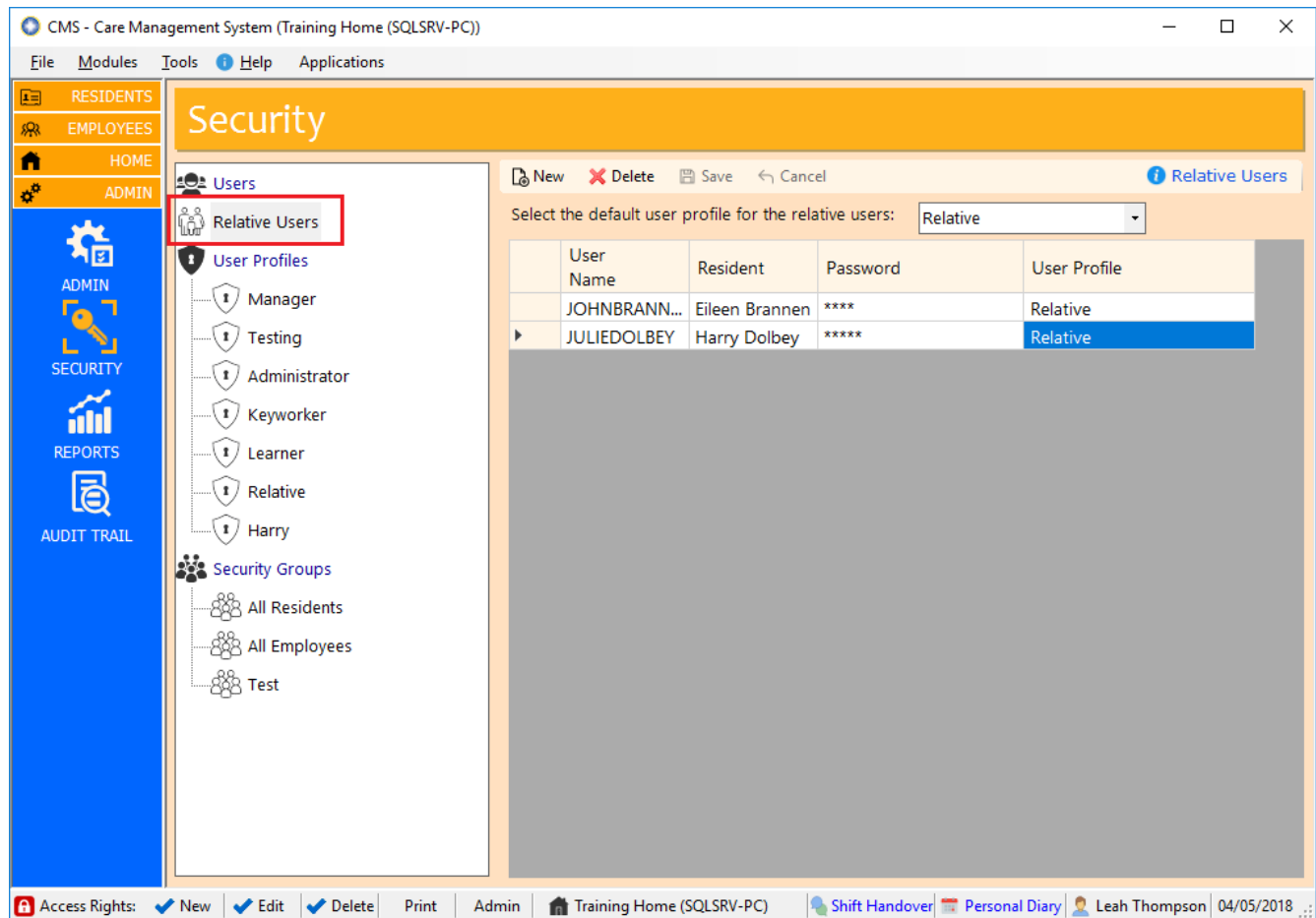


Figure 8

To create a 'Relative User' you will need to add the following

- Username
- Resident – you may select one resident
- Password
- User Profile – whilst the relative user may only be able to view the one resident record you must also assign a user profile. This user profile will determine how much access the relative user has within the system. We would recommend that you create a new User profile that only allows access to the Resident module and you also disable access to certain modules, such as Contacts and Finance (for GDPR). You will also probably want to prohibit edit, delete, print and admin rights for that profile too.

Relative users will be available on the CMS Desktop & CMS Touch.

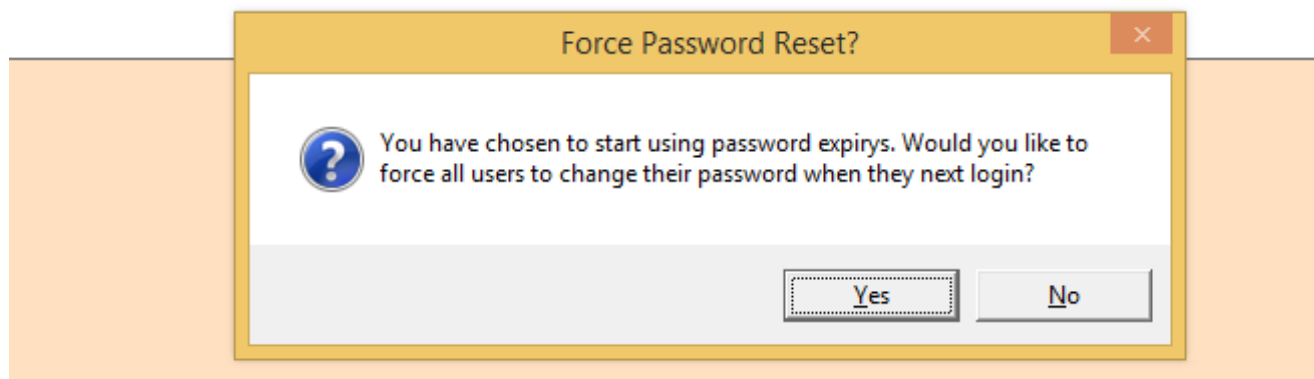
### 3. Password Expiry

This feature will allow you to choose how often staff will be required to change their CMS password. We would suggest every 8-12 weeks. The user will not be allowed to use the same password when resetting.

To begin using this feature go to: **Tools > Settings > Home Settings: Settings > Passwords & Security**. Initially it will display '0' as the feature will be disabled by default. To begin using this feature, enter a number larger than 0. You will then be asked whether you want to force everyone to change their password when they next log in or continue until the expiry runs out (if you have set 8 weeks, then in 8 weeks' time).

Using this feature will cause CMS to force a change of password on a regular basis. This will help you stay in line with the data protection act. We suggest that users should change their password every 8-12 weeks.

I would like users passwords to expire after  Weeks.  
\*If set to 0 passwords will not expire!



### 4. New Security Options

The Security module has grown over time to include:

- Users
- Relative Users
- User Profiles
- Security Groups

All of this security has been controlled until now through one setting in the User Profiles – 'Security'. CMS has now created individual access levels for each of these 4 security areas. So, for example, you can allow more of your staff to be able to create user accounts but those same staff members would not be able to change their User Profiles.

View ADMIN Module <input checked="" type="checkbox"/>		Admin Module Permissions						
		View	Add	Edit	Delete	Print	Admin	
Administration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Reports	<input checked="" type="checkbox"/>							
Audit	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Relative Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
User Profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Security Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Distribution Groups							<input checked="" type="checkbox"/>	
System							<input checked="" type="checkbox"/>	

Figure 9 – Security permissions have been split into 4 new settings.

### 5. Time Spent on Daily Care Assessments

When performing Daily Care Assessments, such as night checks, it is now possible to log the amount of time that has been spent completing that task. On the CMS Desktop and CMS Touch systems, you will need to manually enter this information. However on the new tablet app, all you need to do is start the Daily Care Assessment and a timer will begin. Once the task has been completed, the time spent will be added to your note.

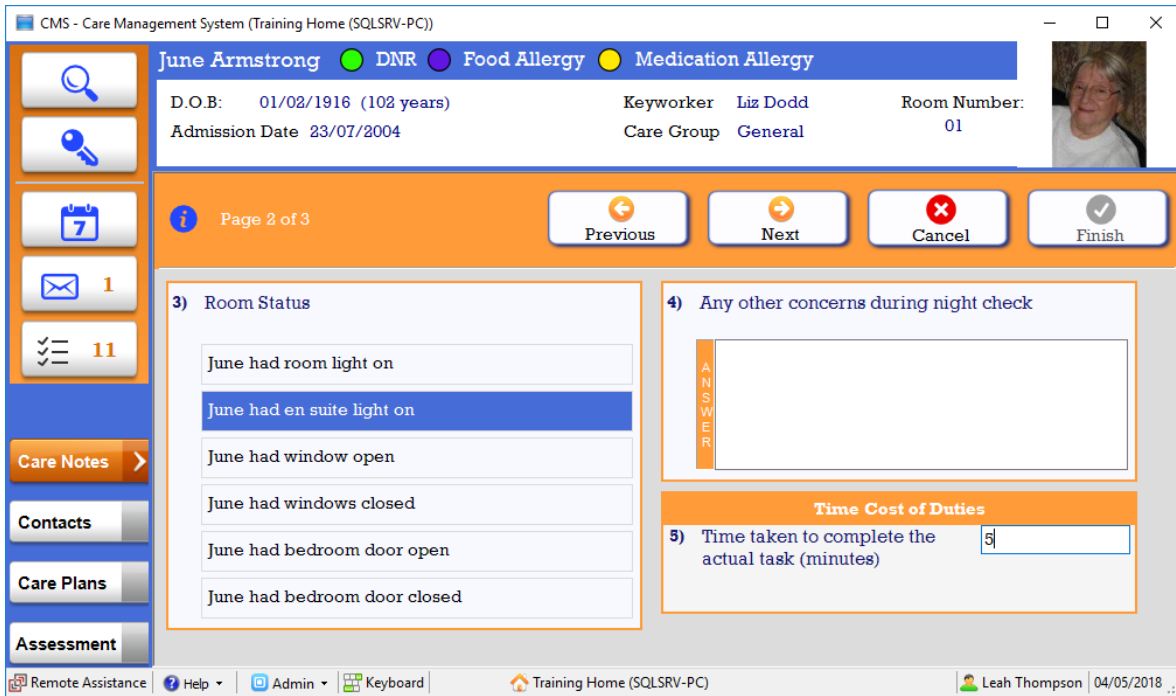


Figure 9

This feature will be enabled automatically as part of the upgrade but you can disable it by selecting the Tools Menu >> Settings >> Module Settings >> Daily Care Assessments

You can view the time spent on Daily Care Assessments from the Breakdown view of the Shift Handover



Figure 10

## 6. CMS New Settings

All of the following options are set through the Settings screen which is accessible by selecting the Tools Menu >> Settings

### i. Governing Body Settings

We have added the option to specify your governing body, we now have CQC for England, Care Inspectorate for Scotland and Care and Social Services Inspectorate for Wales.

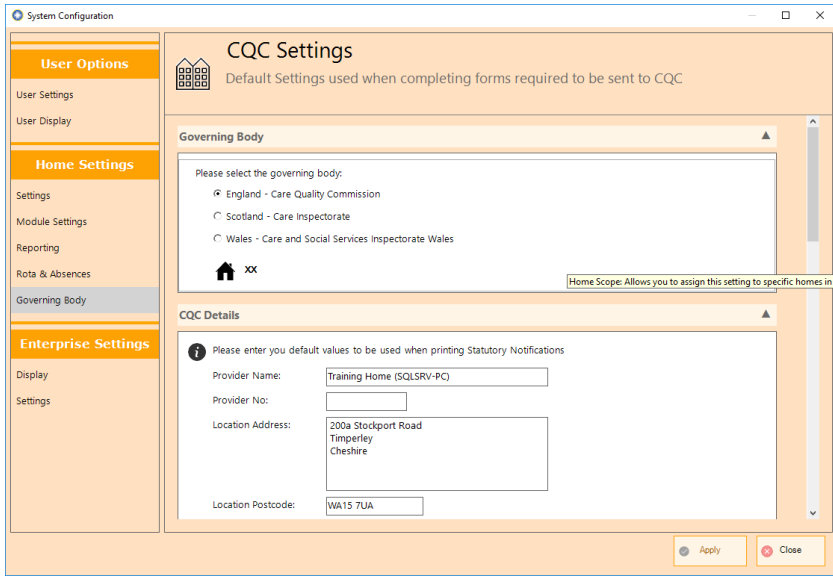


Figure 11

## ii. Finance Report

We have added a setting to the finance report that will allow you to hide / display the resident summary at the top of the report's page. This box will be ticked by default. If deselected, the resident's details will not be printed on the transaction reports.

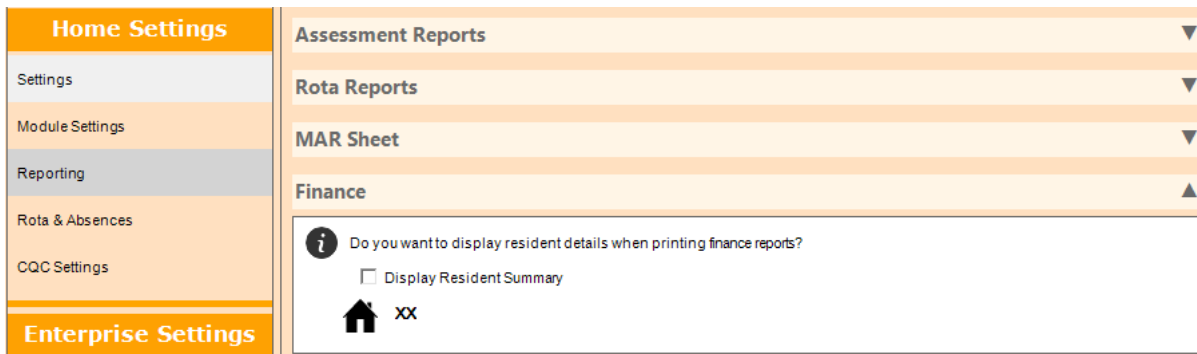


Figure 12

## iii. DBS Checks

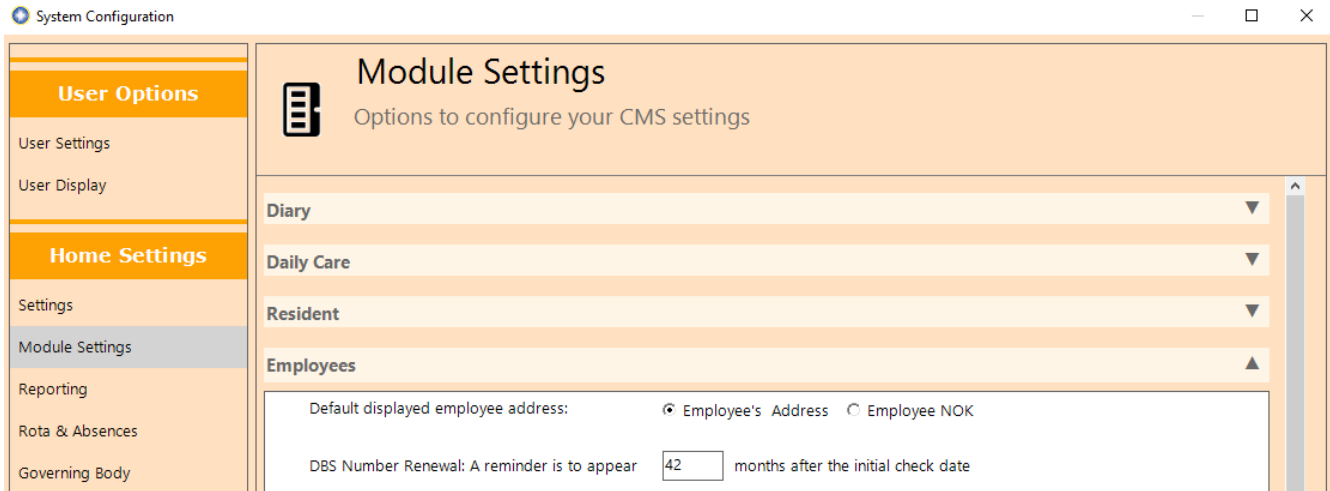


Figure 13

We have put in a feature that will allow you to decide when to be alerted about expiring DBS checks. As before a reminder will be set in the employee diary which you will be alerted about on the shift handover.

## 7. Attachments

The attachments functionality has been improved and now includes the following functionalities

- Use of keyboard shortcuts (Ctrl C, Ctrl V, Enter, Delete)
- Full context menu when right clicking with your mouse
- You can use the clipboard between Windows Explorer and CMS
- Drag & Drop operations between Windows Explorer and CMS

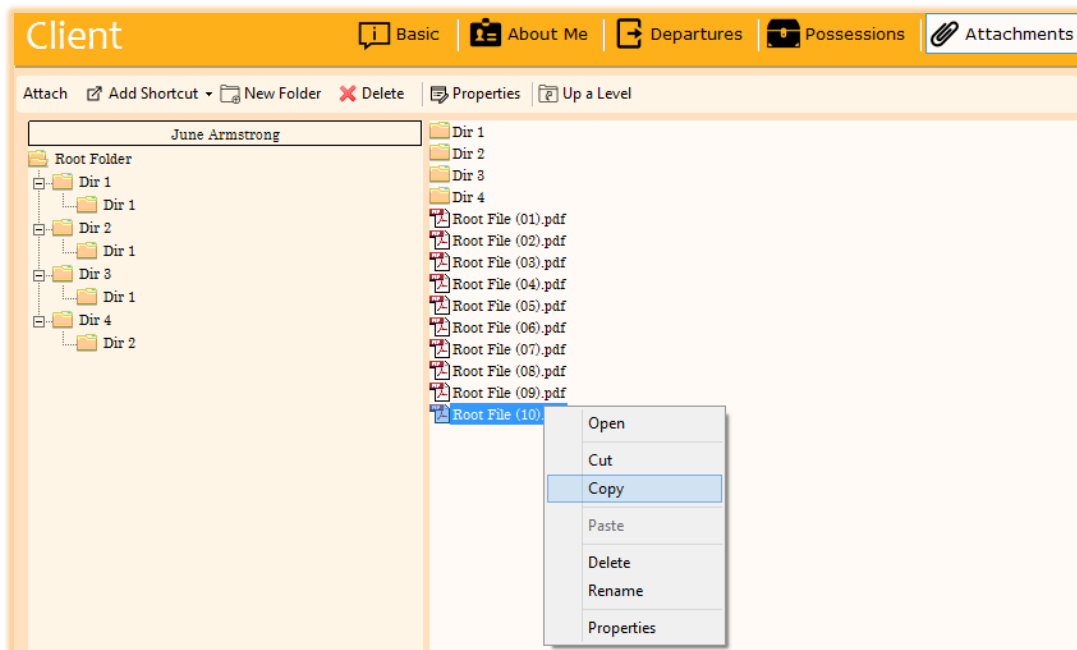


Figure 14

## 8. Employee Review Access Rights

We have received a number of requests to be able to control the users who can access individual employee appraisals. We have added in a feature that will allow you to set up a secondary layer of security both on the reviews area and each appraisal individually.

By default, if a user has access to the appraisal section, they will be able to see

- All of the appraisals that they have written.
- All of their own appraisals.

In addition to this access is controlled by:

- **Default Appraisal Access**

This allows you to specify groups of users that will automatically have access to all appraisals – for example the manager. When you first update CMS, the default appraisal access will not be set, so the security settings will be the same as previous versions of CMS. To activate this feature, Select the Admin >> 'Set Up Default Appraisal Access'

Select the user profiles that you wish to give access to view all employee appraisals. For example if you select the manager profile all users with the manager user profile will be able to view all the appraisals.

- **Individual Appraisal Access**

In addition to those users that belong to the 'Default Appraisal Access' group you can also assign individual employees, for example team leaders, to view a specific appraisal. To do this click 'View Access' on the relevant appraisal and add the employees you wish to grant access to.

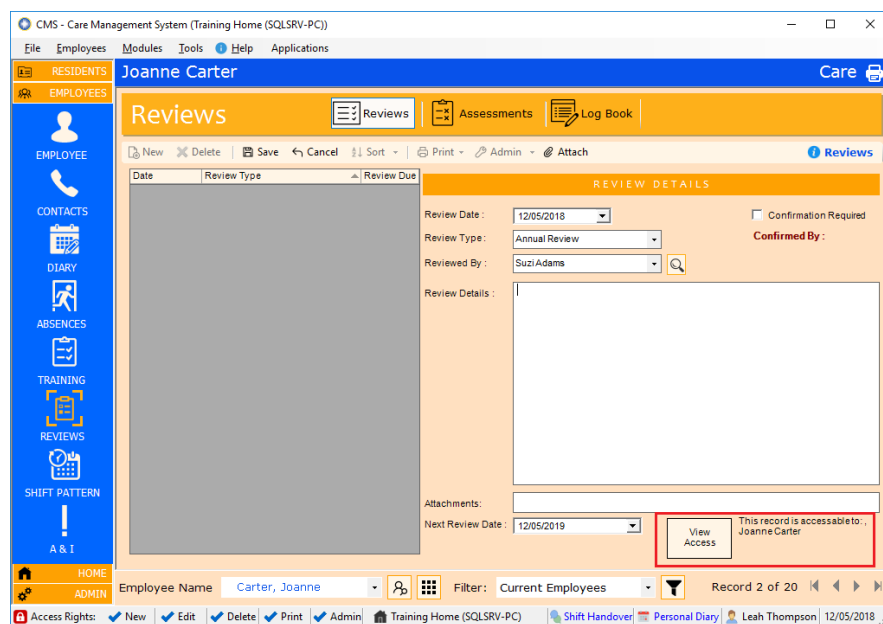


Figure 15

## 9. Custom Assessments – No Review Date

When setting up a new custom assessment you can set a default review date. We have expanded on this and included the option to set no default review date. This feature has been created for one time assessments such as the Pre admission dependency tool. If you set this feature, then when the assessment has been completed a review date will not be automatically created. You can however, always add one if you think it suitable.

**MODEL DETAILS**

Model : Pre-Admission Assessment and Dependency Tool

Description : The following assessment should be completed either before or on admission of a new resident.

Clear all answers on Review  (If this is NOT checked the answers from the previous assessment will be copied)

Default time between reviews  No Review Date (Leave this blank if you wish to use the system default review dates)

Maximum time between reviews  (Leave this blank if you do not want to enforce this feature)

Figure 16

## 10. Height

Traditionally when you record a height this must be entered in centimetres. You can now enter a height in either centimetres, metres or feet and inches. The height will still be displayed in centimetres.

**Height**

**HEIGHT**

Select your desired height format from the selection below and then enter in your residents height accordingly.

Centimetres 160cm  
(cm)  Metres 1.6m  
 Feet and Inches 5ft 3in

Figure 17

## 11. Labels

There are many places throughout CMS where you can change the description of a label. Labels that can be altered are blue and underlined. Now within the admin module you have one central place to manage the naming of these labels



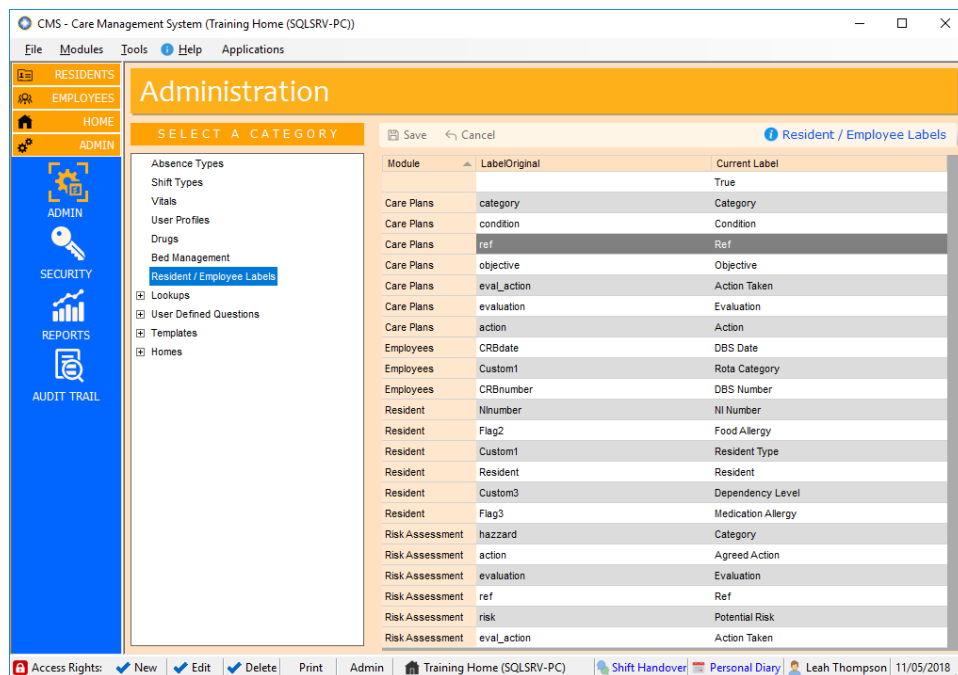


Figure 18

## 12. GDPR Compliance changes

We have made some changes with CMS so that it stays in line with the new GDPR compliance laws. These changes are listed below:


- Import & Export Feature & CMS Backups: We are going to increase the security permissions needed to access this area. It will be limited to those with 'System.Admin' access in the security section. This will then stop anyone from taking copies on the CMS data unless they have a high level of access rights.
- CMS Error messages: We have changed the error messages so that it will no longer attach a screenshot of the error message on the email sent to support.

## 13. Customer Usability changes

- When creating a new employee the 'display on rota' checkbox will now default to true.
- When you update a resident's or an employee's photo, the date taken will be updated to today's date, you can then change this if it is an older photo.
- When working within the MCA form, the spellcheck can now be found in the toolbar at the top of the form.
- You are now able to copy contacts to other residents / employees from the Home Contacts screen
- The amount of characters you can save when writing comments on a custom assessment has been extended to 8000.



# CMS Touch

 CMS Touch has a new button in the control panel – Tasks

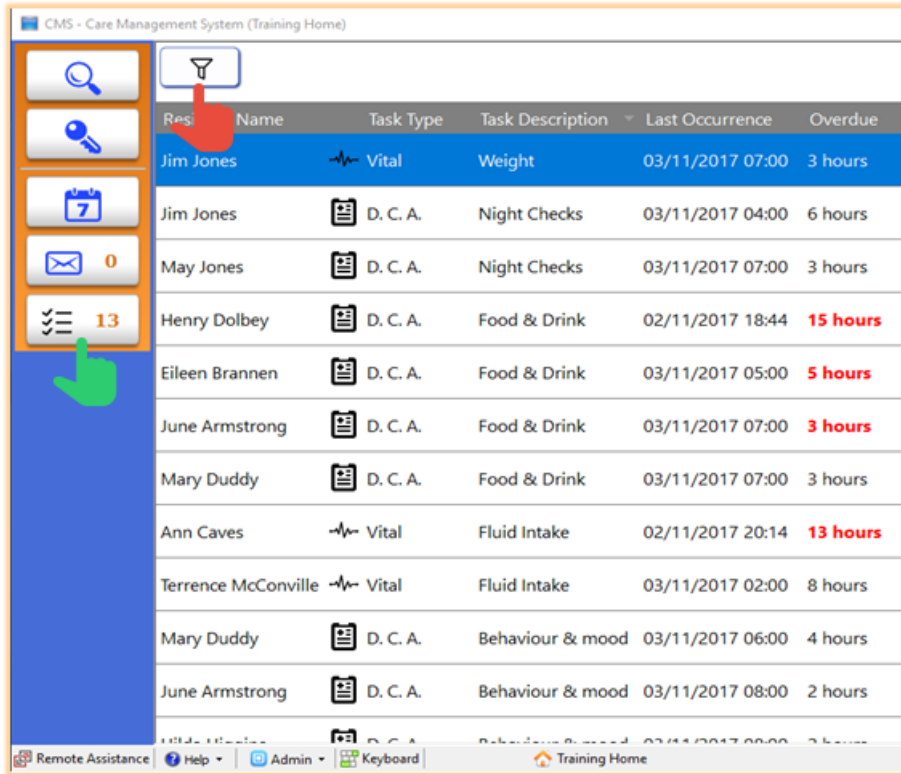



Figure 19

Most Homes have CMS Touch installed at a fixed location within the home. You can therefore select a filter  So that the list is focused purely around a particular section of the home

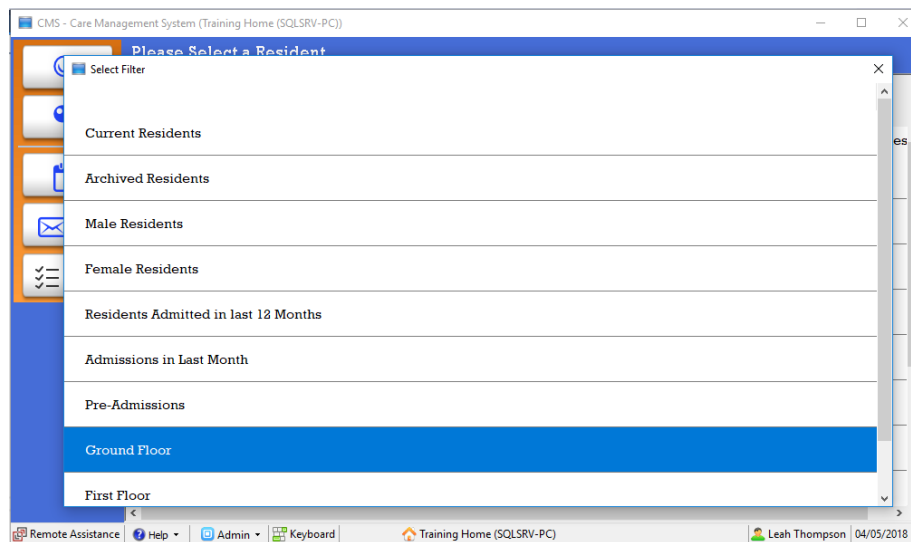


Figure 20

Once a filter has been put in place it will remain there and it will be remembered the next time the user logs in.

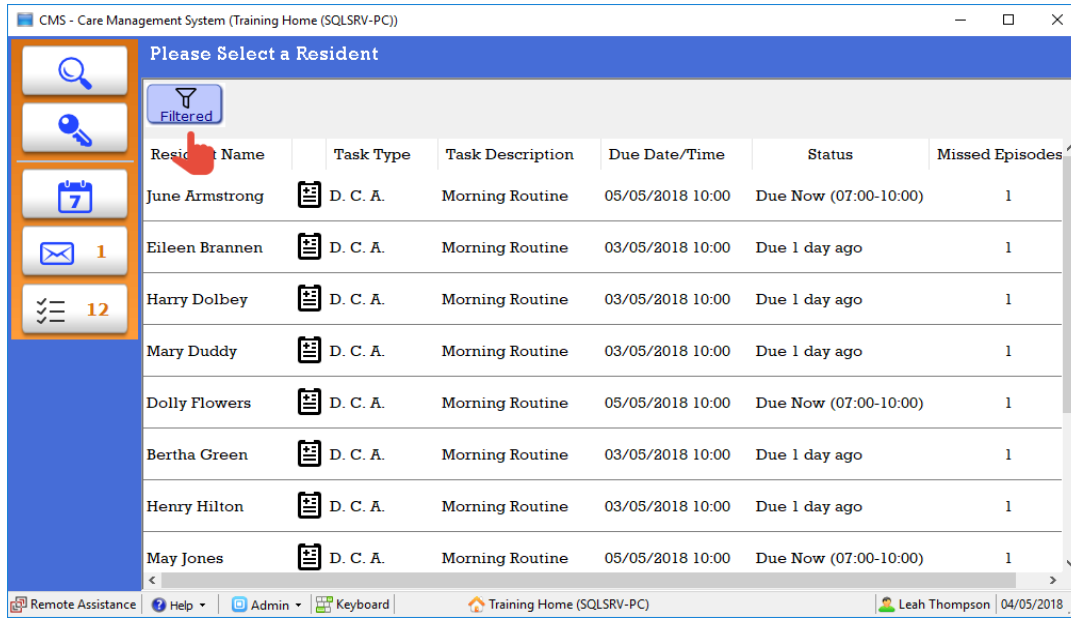


Figure 21

### i. Recording Daily Care Assessments

When you record a daily care assessment on CMS Touch, the time that the care note was completed will be saved to CMS. There has been a long standing feature with CMS Touch whereby the user is prompted to also record the time that the task was actually completed. This can quite often be at a different time to the one logged.

In the following scenario, the time is 11:45 and the carer is completing a daily care note. The Carer logs the time the task actually performed as 9:00 am

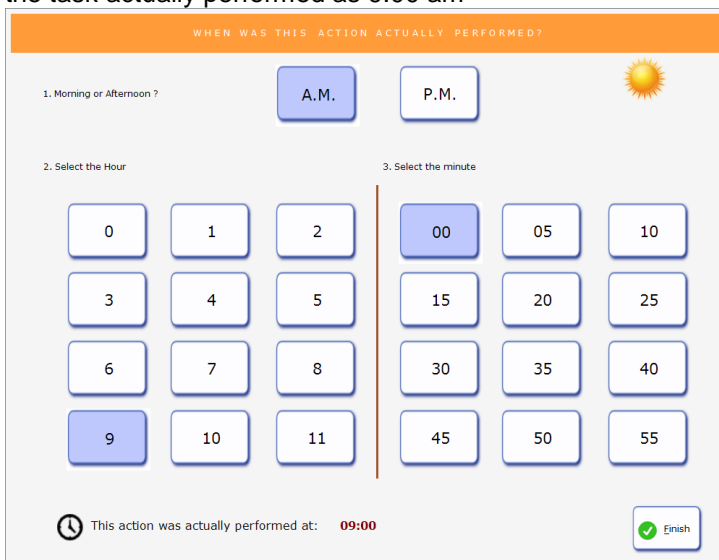


Figure 22

Traditionally, CMS Touch would save the daily care note showing the time logged as 11:45 but the care note would contain the additional information “action completed at: 9:00am”

This functionality will create problems with the new tasks module if the carer is completing a task such as turning that requires to be done every 2 hours. It will log the time completed in this scenario as 11:45 rather than 9am.

We would therefore recommend the following:

In CMS Touch click the admin menu and select Options.

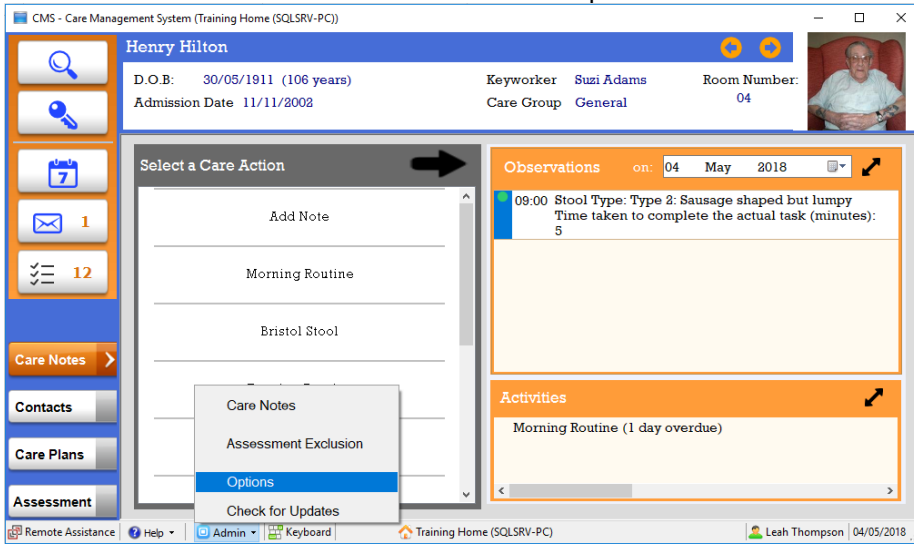


Figure 23

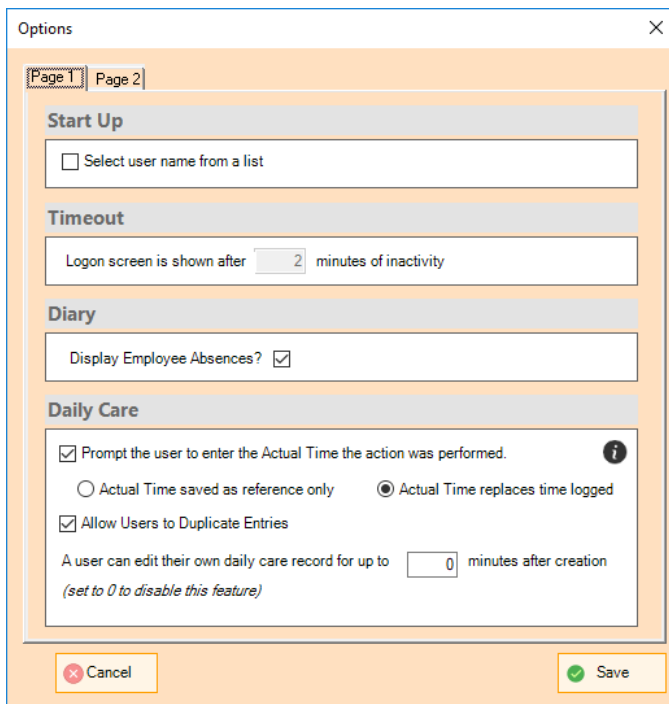


Figure 24

Change the Actual Time saved as reference only to **Actual time replaces time logged**

In the same scenario outlined above, the care note will be saved with a time of 9am and the care note will contain a note saying “Action logged at 11:45”

# CMS Tablet

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The CMS Tablet app has been completely rewritten. There were some major operating system (OS) changes when Android introduced version 5 (Lollipop) and so for users with tablets running OS 5 or later the upgrade will be slightly simpler and you will notice significant performance improvements within the app.

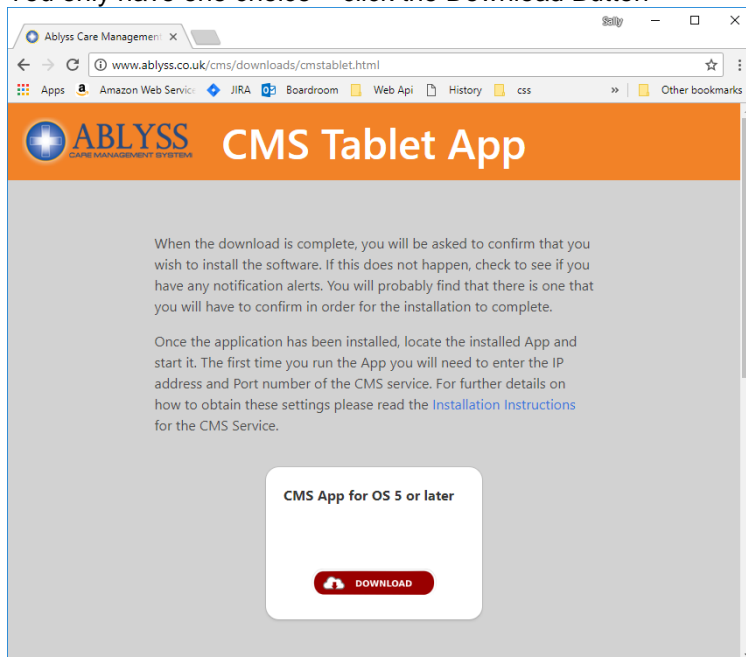
For users who have tablets with a lower operating system, you should still experience an improvement in performance but perhaps not quite as noticeable. The size of the app which needs to be downloaded is also much larger than before (approx. 25 MB compared to approx. 6 MB). In addition to this, the app you download will depend on your processor type, as explained below.

## 1. Upgrading

CMS tablet should prompt you to upgrade your tablet version. If it does not, you can go to the settings page and select 'Check for Upgrade'. This will open a web page from where you can download the new app.

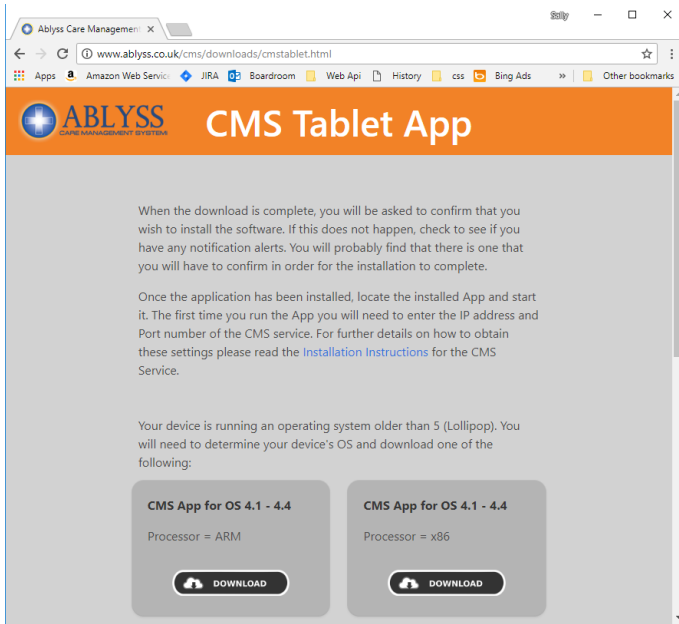
### i. OS 5 or later:

You only have one choice – click the Download Button



### ii. OS less than 5

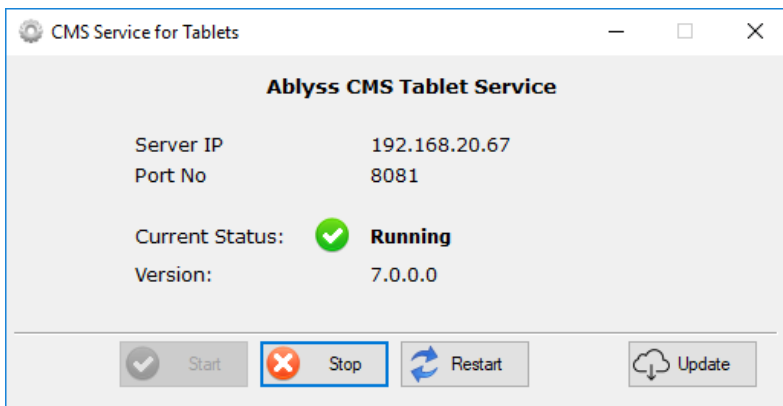
You will have 2 choices. For earlier android devices, the processor was either x86 or ARM. Unfortunately the new app will not work on older devices so to manage this, the app has to be compiled to the native processor type. There is no easy way to find out what processor you have. You could install an app such as Droid Hardware, alternatively you can select one of the options and try to install the app. If you have selected the wrong one, it simply will not install.



Once installed, a new icon will appear on your device 'Abyss CMS Tablet'. This will **not** replace your old app which is called 'CMS Tablet'. We would therefore recommend uninstalling the old app to avoid confusion.

## 2. Running the app for the first time

As this is a completely new app you will need to enter your connection settings again. If you are not sure what these are, we would suggest that you open the CMS Tablet Service program from your service PC.



If you are unsure what to do, then please give us a call.

## 3. Settings

From the settings screen within the tablet app, you can set the following properties

Property	Default Value	Further Information
System Timeout	5 mins	After a period of inactivity the app will automatically log the user out of the app. This property can be set to 5 mins, 10mins or 30mins

Assessment Questions	Display 1 question per page	When completing Daily Care Assessments you can choose how the questions are displayed. The options are <ul style="list-style-type: none"><li>• 1 Question per Page (requires user to click next after every question)</li><li>• 3 Questions per Page (only for larger tablets)</li><li>• All Questions on One Page (user scrolls down the page to answer questions)</li></ul>
Synchronisation	Observations 7 days Messages 30 days	Sets the default number of days to retrieve offline data for.

## 4. Further Information

We have written a hand guide that explains the basics of the CMS Tablet app. [Click here](#) to download